

Maureen P.K. Sullivan • Graphic Designer

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EDUCATION

UNIVERSITY OF BALTIMORE

Bachelor of Science in Simulation and Digital Entertainment
Baltimore, MD 2008 - 2011

Armah Project - Theatrical Design
Armah, Ireland 2014

MARYLAND INSTITUTE COLLEGE OF ART

Concentration in Book Arts and Sound Design
Baltimore, MD 2009 - 2011

MARYLAND COLLEGE OF ART AND DESIGN

Associate in Fine Art
Silver Spring, MD 2004 - 2006

TECHNICAL DESIGN SKILLS

Project Management
Research
Archiving
HTML Proficiency
C++ Programming Language
XML Proficiency

CREATIVE DESIGN SKILLS

Concept Development
Layout/Conversion Optimization
Graphic Design
Production
Assembly
Presentation
Photo Editing
Print Design
Sketching/Illustration
Photography
Image Manipulation
Animation

SOFTWARE PROFICIENCIES

Windows and Mac Platforms
Microsoft Office Suite
Adobe CC (InDesign, Illustrator, Photoshop, Acrobat, etc.)
Social Media Platforms
3D Studio Max
Quark
Visual Studio
AutoCAD
Quickbooks
Gold Wave
Reason

EXPERIENCE

LEAD GRAPHIC DESIGNER/ASSISTANT ART DIRECTOR - LION'S WOOD BANQUET FURNITURE

May 2013 - Present

- Advertising: print and web ad creation, campaign development
- Promotional materials: brochures, business cards, stationery
- Photography
- Creation and management of original graphics
- Project materials coordinator

LEAD GRAPHIC DESIGNER AND SOCIAL MEDIA COORDINATOR - LIDCM

August 2012 - Present

- Creation and management of original graphics,
- Promotional material and file compatibility
- Project materials coordinator
- Installation supervisor
- Special medias supervisor

CUSTOMER SERVICE - MOM'S ORGANIC MARKET

June 2011 - April 2012

- Experience with multiple inventory programs
- Management of customer returns
- Food preparation
- Meal planning and cleaning duties

GRAPHIC DESIGNER/ADMINISTRATIVE ASSISTANT - UNIVERSITY OF BALTIMORE

September 2009 - May 2011

- Production of promotional materials for the Academic Learning Center at the University of Baltimore: posters, brochures, business cards
- Print responsibilities
- Courier services
- Filing: both hard copy and digital
- Receptionist duties

PROFESSIONAL AFFILIATIONS

AIGA - Baltimore (2013-Present)

Maryland Film Festival - Volunteer

Maryland Fringe Festival - Volunteer

The University of Maryland University College Radio Station WMUC -
Disk Jockey (2006 - 2011)

Additional employment history and references available upon request.